Payroll Working Group
Meeting Minutes

THE TEXAS A&M UNIVERSITY SYSTEM
OFFICE OF INFORMATION TECHNOLOGY

Date: August 17, 2023

Time: 3 – 4 p.m.

Microsoft Teams Meeting

Welcome & Roll Call

The Save for Summer Monthly transactions for August – Sri Kamarthi

The Save for Summer Monthly transactions for August have been loaded to Production. Please spot check a few and let us know if you see any problems.

Reminders:
- Pay inputs will be on the Primary Position ID. This covers those who may have switch positions after the deductions started
- If processing a full payout for an Employee, it is important to enter the payout transaction in Workday for the Save for Summer balance in order to prevent over payment
- Biweekly pay inputs must be done manually by each systems payroll office

TRS Contribution Rate – Sri Kamarthi

- TRS Contribution Rate has been updated in Workday to 8.25% for both employee and employer beginning 9/1/2023
- Audit reports will also reflect the new rate

Withholding Orders – Ranil Gunasekara & Sri Kamarthi

- The process of creating, editing withholding order and creating new withholding order recipients will be done by IT Shared Services Operations Team beginning 9/1/2023

- Members would need to send a ticket to support@tamus.edu to get their withholding order requests processed.

Onboarding Updates – Sri Kamarthi

- Employees who enter an out-of-state address in Onboarding will receive a notification making them aware of potential tax implications

- Employees with an international primary home address will no longer receive the Complete State and Local Withholding task during Onboarding

State Tax Election inbox item during Onboarding – Sri Kamarthi

- This will be discussed with TAMU HR to see if there are any examples of State Tax Election that is causing onboarding delays
- Once examples are reviewed, we will determine the best path forward
- This will brought back to the payroll working group again before we make any changes

Secure Act 2.0 – Sri Kamarthi

- Starting on January 1, 2024, the Secure 2.0 Act mandates that catch-up contributions to qualified employer-sponsored retirement plans must be deposited into a Roth (post-tax) account, unless the employee makes below a specific wage threshold. That wage-threshold is currently set at $145,000 per year, and will be adjusted annually for inflation (beginning in 2025). Whether an employee meets the wage-threshold is determined by their wages for the prior tax year with the employer sponsoring the retirement plan.

- System Offices Payroll and Benefit teams are meeting to discuss implementation process

Payroll New Features – Sri Kamarthi

- A new Payroll Calculation Lines Processing report is now available to view details of individual payroll result lines and their related calculations. This single faceted report makes it easier for you to view, filter and analyze the selected payroll result lines.

Q: is this new report for payroll partners only?
A: Payroll Partner, Payroll View Only, Tax Compliance Partner

Q: I saw there was a drop-down arrow next to the result line, what detail would show when selected?
A: More details, Employee ID, amounts, etc.

- Pay inputs that are set to not recalculate in retro are now excluded from retro results which makes the retro reports more cleaner and accurate

- Below Year-End Payroll tasks and reports will have improved runtime

  - View W-2 Errors
  - Audit - Federal and State Wages (by Worker)
  - Company W-2 Audit
  - Company W-2C Audit
  - W-2 Preview
  - W-2C Preview

Reminders:

Assigned payroll contacts or designee MUST be available between 8 - 11AM – Anna McCoy

Quarterly SSN validation process – Anna McCoy

EIB Due Dates – Scott Ritter

Pay Date	Due Date for Completed EIB Template
August 25, 2023	Thursday August 17, 2023
September 1, 2023	Wednesday August 16, 2023
September 8, 2023	Thursday August 30, 2023
September 22, 2023	Thursday September 14, 2023
October 2, 2023	Monday September 18, 2023

The minimum is close to 50 as possible

An authorized individual is the one submitting the Request for Mass Load (EIB) form on the Workday Help Website

Please do not alter the formatting or add formulas to the spreadsheet.